

Room Request Information



Study Rooms Available

Rm.1A : Table, 2 chairs

Rm.1B : Table, 2 chairs

Rm.1C : Table, 8 chairs

Rm. 2A : Table, 6 chairs

Rm. 2B : Table, 4 chairs

Community Room

Use of the Community Room requires a **\$25.00 non-refundable fee**. The room, tables, chairs, and A/V equipment must be left undamaged, and reasonably clean. The Ypsilanti District Library reserves the right to assess additional compensation for cleaning and damages if required.

Community Room occupancy is determined by the setup. The room can be divided into two rooms, CR-A, and CR-B. The Community Room, (in the CR-A half), has a drop down projection screen and a small kitchen with oven, microwave, sink, and refrigerator.

Setups

Theater: Chairs arranged in rows across the room with an aisle down the middle. Maximum for entire room: 80. Maximum for half room 40.

Classroom: Tables arranged three across with aisles between them, and three chairs per table, facing the front. Maximum for entire room: 18 tables, seating for 54.

Hollow Square: Tables arranged in a square or rectangle with three chairs per table, facing inward. Maximum for entire room: 18 tables, seating for 54.

Tables and chairs can be set up to your requirements by advance arrangement.

Audio / Visual Equipment

The Library will provide, at no charge, the following equipment upon request (first come, first serve):

Television with VCR/DVD	Flip chart w/ easel	White Board w/ easel
LCD Projector	Wireless Access	Podium/Microphone

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- ❖ **A room may be booked up to three months in advance.**
 - ❖ **The Community Room may be booked a maximum of 4 (four) times per year. Exceptions may be allowed upon approval of the Library Director.**
 - ❖ **Tape and nails may NOT be used anywhere. In the Community Room, tacks and push pins may be used on the *blue wall only*.**